

DDS OPERATIONS CENTER

Transition to an Electronic Signature
Process for DDS Contracts and
Amendments
April 5, 2016

The electronic signature process will be hosted by Biznet

- Providers are currently required to upload some of the contract related documents to Biznet.
- An active Biznet account for the company is required for each Provider providing services on a POS contract.
- Please ensure that the business name listed on Biznet is the legal business name. If not, please make a correction prior to April 30, 2016.

Date of Implementation

- DDS expects to transition to an electronic signature process for contracts/amendments using the Biznet application beginning July 1, 2016.
- Due to the proposed changes in the Residential budget, the contract will be renewed for one year beginning July 1, 2016.
- Training will be made available to the providers prior to implementation. Training dates will be forthcoming via email.
- The Biznet application is set up to process amendments and contracts.

**ESTABLISHING A BIZNET ACCOUNT
AND ADDING THE AUTHORIZED
SIGNATORY AS A USER UNDER THE
COMPANY'S ACCOUNT**

Provider Creates a Biznet Account for the Company

- Providers that have an active account on Biznet can skip this step.

**THE BUSINESS NAME LISTED IN
BIZNET MUST MATCH THE LEGAL
BUSINESS NAME**

Provider Assigns an Administrator of the Company's Biznet Account

- It is recommended that the Provider choose a Biznet administrator that oversees control over who is authorized to hold a user account within the company's Biznet account. Each authorized user under the company's Biznet account has the ability to change company information and has upload/download privileges within the Biznet application. There are no functions within the Biznet application to set a user as the administrator. The Biznet administrator role will be need to be monitored by the provider. Biznet will send a notification to all contacts registered as users under the company's Biznet account each time a document is uploaded to Biznet by an authorized user of the company's Biznet account. If the provider suspects malicious activity on their Biznet account, the provider's DDS Provider Specialist must be notified immediately via email.
- The administrator should have authorization by the company to add and delete users within the company's Biznet account and ensure that users not authorized to access the company's account due to resignation or termination are removed from the account.
- The provider's Biznet administrator is not determined or overseen by DDS or Biznet.
- It is the responsibility of each authorized user under the company Biznet account to protect his/her unique login and/or password information. Any unauthorized activity on the provider's Biznet account must be reported to the provider's DDS Provider Specialist immediately via email.

Authorized Signatory Creates a Biznet Account

- Each user that is added to the company account must have an individual Biznet account prior to being added as an authorized user
- If there is more than one Authorized Signatory, each must create his/her own individual Biznet account.

Adding the Authorized Signatory as an Authorized User to Biznet

- The provider's Biznet Administrator will add the email address of the Authorized Signatory to the authorized Company Accounts in the Biznet application
- If there is more than one Authorized Signatory, each email address must be entered
- The email address must match the email address the Authorized Signatory used to register his/her individual account in Biznet

Company Accounts

[Company List](#)[Company Information](#)[Company Accounts](#)[Company Address](#)[Company Contacts](#)[Industry](#)[Insurance](#)[Active Contracts](#)[Click Here To
Upload Documents](#)

Add or Remove account access to Company Information

To remove an address from your company list, select it in the list box and click the delete button. The account will remain active. It will only be deleted from accessing your company information.

To add an account, fill the E-Mail address in the box next to the Add button and click the Add button. The E-Mail address must be connected to a valid Biznet account.

Note: Connecting an e-mail address to a vendor account allows that user to view **all** of the company's documents and data pertaining to all Department of Administrative Services programs to which the company has applied.

Sample DAVID

Active Accounts

david.david@ct.gov

Delete the Selected Account

Add Account

Save and Continue

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Adding the Authorized Signatory as a User

- Enter the Authorized Signatory's email address in the box to the left of "Add Account"
- Click Add Account
- Click Save and Continue

Enter the Authorized Signatory's Contact Information

- The Authorized Signatory or the provider's Biznet Administrator can add the Authorized Signatory's contact information
- The name of the Authorized Signatory must match the Corporate Resolution. DDS is using the Corporate Resolution to verify that the Authorized Signatory is able to legally enter contracts with DDS.
- If there are more than one Authorized Signatory, each Authorized Signatory's contact information must be entered separately.

Company Contacts

Company List

Company Information

Company Accounts

Company Address

Company Contacts



Industry

Insurance





Active Contracts

Click Here To
Upload Documents

Add or Edit Company Contact Information

To enter a new contact, click Add. To update information of an existing contact, click on the  next to the contact name. To delete a contact click on the  next to the contact name.

Sample DAVID

	Contact Name
 	AUTHORIZED SIGNATORY
 	Bill

Add New Contact

Save and Continue

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Add the Authorized Signatory's contact information

- Click Add New Contact

Add/Edit Company Contact

Company List

Company Information

Company Accounts

Company Address

Company Contacts

Industry

Insurance

Active Contracts

Click Here To
Upload Documents

Add or Edit Company Contact Information

You may have as many Contacts and Contact Types as you wish.

Sample DAVID

Business Name				Contact Type(s)
Name	Dr. Know			Authorized Signatory ▼
Address 1	1223 Main Street			Add Delete
Address2				
City	New Haven			
State, ZIP	Connecticut ▼	06511		
Phone	203 555-1234	Ext		
FAX				
E-Mail Address	dr.know@rockforlight.com x			
Non-Published	<input type="checkbox"/>			

Add Another Contact

Save and Continue

Cancel

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Add the Authorized Signatory's contact information

- Enter text into the boxes
- The Name and email must match the name and email address on Electronic Signature Agreement
- In the Contact Type dropdown, choose "Authorized Signatory"

Provider Uploads the Corporate Resolution

- Any authorized user can upload the Corporate Resolution
- The name of the Authorized Signatory must match the name of the person listed on the Corporate Resolution

DDS Uploads the Electronic Signature Agreement to Biznet

- DDS will upload the Electronic Signature Agreement unique to that provider.
- Biznet will send a notification to the provider's contacts assigned to the company within Biznet.
- The Authorized Signatory downloads, reviews, prints, and signs the Electronic Signature Agreement.
- The email address entered by Authorized Signatory on the Electronic Signature Agreement must be the email address associated with the Authorized Signatory and match the email address the Authorized Signatory uses to login as the Authorized Signatory on Biznet.
- The provider uploads the signed Electronic Signature Agreement to Biznet.

STATE OF CONNECTICUT
DEPARTMENT OF DEVELOPMENTAL SERVICES

PURCHASE OF SERVICE CONTRACT AND AMENDMENT
ELECTRONIC SIGNATURE AGREEMENT

Date of Agreement: _____ Provider Specialist: _____
Phone: _____

Contractor's Name: _____
Street: _____ City: _____
State: _____ Zip: _____ Phone: _____
Authorized Signatory: _____

By signing below, both parties agree to conduct all contractual transactions, including amendments, via electronic means beginning 1/0/1900.

Upon signature of this agreement, both parties agree to conduct all future contractual transactions between DDS and 0 electronically.

Upon receipt of this signed agreement by DDS, a unique Signature Code Number will be emailed to the authorized signatory at the email address the authorized signatory provides below.

- 1 The Signature Code Number is restricted for the sole use of the authorized signatory listed on this Electronic Signature Agreement.
- 2 It is the responsibility of the authorized signatory listed on this Electronic Signature Agreement to restrict usage of the Signature Code Number to his/her use only.
- 3 The authorized signatory will use this unique Signature Code Number to verify his/her role as the authorized signatory when electronically signing any contracts or amendments with DDS.

It is the responsibility of the Contractor to notify their assigned DDS Provider Specialist immediately upon change of the authorized signatory of the company or a change in the authorized signatory's email address.

CONTRACTOR:

Signature (Authorized Signatory)

Date

Printed Name of Authorized Signatory

Authorized Signatory's Email Address

DDS:

Signature (Authorized Official)

Date

(Typed/Printed Name and Title of Authorized Official)

DDS Reviews the Electronic Signature Agreement

- DDS ensures that the Authorized Signatory listed on the Electronic Signature Agreement matches the Authorized Signatory listed on Biznet.
- DDS reviews, signs, and uploads the Electronic Signature Agreement to Biznet.
- Provider receives a notification from Biznet that a DDS document was uploaded.
- DDS emails the Signature Code Number to the Authorized Signatory's email address that is listed on the Electronic Signature Agreement. The Electronic Code Number is restricted for the sole use of the Authorized Signatory listed on the Electronic Signature Agreement.

COTNTRACT/AMENDMENT EXECUTION PROCESS FLOW

DDS Uploads Contract/Amendment Documents

- The contract/amendment documents uploaded to Biznet by DDS are unique to each provider.

Biznet Sends Notification to the
Provider that Contract/Amendment
Documents have been Uploaded by
DDS

FOR AMENDMENTS ONLY

- Provider ensures that the Non-discrimination Certificate on Biznet is current.
- The Non-discrimination Certificate must be signed and uploaded to Biznet annually prior the prior year's signature date.
- If the Non-discrimination Certificate was signed more than one year prior, the provider uploads a valid, signed Non-discrimination Certificate to Biznet.
- Provider is restricted from accessing the electronic signature page unless all amendment documents uploaded by DDS have been downloaded.

Provider Downloads Contract/Amendment Documents

Sample DAVID

Company List

Select Company

Sample DAVID



Company Information

Company Accounts

Company Address

Company Contacts

Industry

Insurance

Active Contracts

[Click Here To Upload Documents](#)

Provider Document Upload	Upload Info	Document Download	Description
Upload	Date: 3/7/2016 11:00:16 AM By: david.david@ct.gov	Name: TEST01.pdf	FACE SHEET <hr/> Status: Provider Downloaded Mar 7 2016 11:00AM
Upload	Date: 3/7/2016 10:58:01 AM By: david.david@ct.gov	Name: DDS E-Sig Agreement DRAFT.pdf	Amendment 1 Face Sheet <hr/> Status: Provider Downloaded Mar 7 2016 10:58AM
	Date: 3/29/2016 10:06:50 AM By: david.david@ct.gov	Name: DDS E-Sig Agreement DRAFT.pdf	Amendment 1 FACE SHEET <hr/> Status: Provider Downloaded Mar 29 2016 10:06AM

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Upload/Download Page

- Each column shows specific information regarding the document

Provider Reads and Reviews Contract/Amendment Documents

- If there are any questions or issues, the Provider will contact their assigned DDS Provider Specialist.
- Technical issues should be communicated to David David via email.

Provider Agrees with the
Contract/Amendment

Contracts Only

- Provider uploads required Biznet documents.
- Provider is restricted from accessing the electronic signature page unless all required contract documents uploaded by DDS have been downloaded.

ELECTRONIC SIGNATURE PROCESS FLOW

Authorized Signatory Logs in to Biznet

- Once the provider reviews and agrees with the contract/amendment documents, the Authorized Signatory logs in to Biznet using the email address listed on the Electronic Signature Agreement.

The Authorized Signatory clicks the
Contract/Amendment Signature
button

Contract/Amendment Electronic Signature Page

- The Authorized Signatory clicks Yes or No indicating that the Corporate Resolution remains valid.
- If yes, the Authorized Signatory moves forward in the electronic signature process.
- If no, a dialogue box instructs the Authorized Signatory that he/she is restricted from moving forward in the electronic signature process until a valid Corporate Resolution is uploaded to Biznet.

Electronic Signature Page Continued

- Once the Authorized Signatory affirms that the Corporate Resolution is valid, he/she then reviews and if he/she agrees with the content of the electronic signature he/she clicks “I agree”.
- The Authorized Signatory enters his/her unique Signature Code Number
- The Authorized Signatory then clicks “Submit Electronic Signature”.
- The contacts registered under the provider’s Biznet account will receive an email notification from Biznet that the electronic signature process was completed successfully.

Contract E-Signature

ELECTRONIC SIGNATURE

IMPORTANT: The individual submitting this form must be authorized to sign contracts on behalf of the company, and must be listed as such in the company's corporate resolution/vendor authorization documents. Please keep in mind that the person listed as "authorized" must be the same person submitting their electronic signature when completing their company's submittal.

The Corporate Resolution uploaded to Biznet naming the Authorized Signatory is correct?

☐ Yes

☐ No

ELECTRONIC SIGNATURE OF PERSON AUTHORIZED TO SIGN CONTRACTS ON BEHALF OF THE CONTRACTOR:

I, of, am duly authorized to sign documents on behalf of. By clicking on the "electronic signature" box below, I on behalf of confirm and understand that an electronic signature is taking place and I intend to be bound by and authenticate this electronic record, and attest to the statements contained within. I hereby certify that all information supplied is true to the best of my knowledge and belief, subject to the penalties of false statement.

In addition, the above named contractor fully acknowledges and agrees with all of the terms and conditions contained in DDS Contract #. Further, the contractor's electronic signature shall mean that the contractor shall be bound by and perform fully in accordance with all the terms and conditions set forth in DDS Contract #.

It is the responsibility of the Contractor to notify their assigned DDS Provider Specialist immediately upon change of the authorized signatory of the company or a change in the authorized signatory's email address.

The contractor hereby certifies under penalty of false statement that all the information supplied is complete and true.

☐ I Agree

SCN

Document list is empty.

You must download all documents before the E-Signature is enabled.

Submit Electronic Signature

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DDS Reviews the Contract/Amendment Documents

- Once reviewed and accepted, DDS signs the contract/amendment.

Fully Executed Contract/Amendment

- Biznet sends notification to the Provider that new contract/amendment documents have been uploaded.
- The individual executed contract/amendment documents and signature page are now available to be viewed and/or downloaded at any time.

() Original Contract: Contract Number

() Amendment Number: Amendment Number if applicable

SIGNATURES AND APPROVAL

The contractor is a Business Associate under the Health Insurance Portability and Accountability Act of 1996, as amended.

CONTRACTOR:

Contractor Name

Contractor (Corporate/Legal Name of Contractor)

Electronic signature of contractor

Date and time stamp

Signature (Authorized Official)

Date

AGENCY:

Department of Developmental Services

Electronic signature of DDS official

Date and time stamp

Signature (Authorized Official)

Date

OFFICE OF THE ATTORNEY GENERAL:

Part I of this contract having been reviewed by the OAG, it is exempt from review pursuant a Memorandum of Agreement between the Agency and the OAG dated February 26, 2015.

ELECTRONIC SIGNATURE PROCESS TIPS AND FAQ'S

- DDS cannot access, make account changes, or upload/download files to a provider's Biznet account. Only the provider can execute these tasks.
- Technical related issues or questions should be emailed to David David. Please do not contact Biznet.

- Ensure that login and password information for each unique user is kept confidential to that unique user only.
- Please upload all required contract and amendment documents as required by DDS by the date due.
- Please download all contract and amendment related documents as required by DDS.
- Communicate changes of Authorized Signatory to DDS.
- Communicate technical issues to David David.
- Communicate contract/amendment related questions to the provider's assigned DDS Provider Specialist.

- The Authorized Signatory is the only user under the company's account profile that can electronically sign contracts or amendments.
- DDS will issue a unique Signature Code Number (SCN) to the Authorized Signatory. This SCN will be sent to the email address the Authorized Signatory provided to DDS on the Electronic Signature Agreement.
- The SCN is restricted for the sole use of the Authorized Signatory listed on the Electronic Signature Agreement that the provider and DDS signed.
- The SCN is used to verify that the user electronically signing the contract/amendment is the Authorized Signatory listed on the Electronic Signature Agreement.
- It is the responsibility of the Authorized Signatory to protect the SCN. If the SCN is accidentally lost or becomes compromised, it is the responsibility of the Authorized Signatory to notify their assigned DDS Provider Specialist via email immediately.

Please remember that this is a new process for all of us and we may encounter some bumps in the road. DDS will be available to assist and work together with the providers to make this a successful process for all of us. Please contact your Provider Specialist with any questions or issues you encounter during the electronic signature process using the Biznet application.